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Approved For Release 2001/05/11 : CIA-RDP78-07181R000200020040-1

23 January 1970

MEMORANDUM FOR THE RECORD

PROJECT: STAFFING

SUBJECT: Study Phase Management Presentation

The Study Phase management presentation was given to [REDACTED] on 20 & 21 January 1970. A synopsis follows of the items covered and decisions that were made. Items 3 thru 14 contain reference memorandum in Staffing System Manual A (Tab 2.4).

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1. POSITION INVENTORY PROJECT

The Position Inventory project is abolished. The Staffing System project will incorporate a study and analysis of Position Inventory's function of verification of staffing data on Personnel Actions. The remaining functions accomplished by Position Inventory will be incorporated in the PERSIGN project.

2. CODING OF DATA THAT IS ENTERED INTO THE STAFFING SYSTEM.

Assume that the coding function will be transferred to Position Management Control Division. In the Analysis Phase (3.6) determine the possibility of the PMCD classifier coding a portion of the data on the input form.

3. ESTABLISHMENT OF A STANDARD HIERARCHIAL LEVEL OF ORGANIZATION WITHIN THE AGENCY.

No attempt will be made to establish a standard. A level code should be designed to indicate what level an organizational unit is on. This code should be designed in coordination with the PERSIGN project.

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4. ELIMINATION OF SG AND OO DESIGNATED POSITIONS.

A memo should be sent to the Director of Personnel requesting his approval.

5. DISCONTINUE USE OF THE ACTIVITY AND CATEGORY PORTIONS OF THE MANS CODE

A memo should be sent to Chief, Office of Programming, Planning and Budgeting requesting his approval, with an advisory copy sent to the Director of Personnel.

6. STAFFING ROTATIONAL POSITIONS IN THE NEW SYSTEM

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██████████ is sending a memo to the Director of Personnel to determine if these type of positions will be incorporated in the new system.

7. HISTORICAL RETENTION OF CIA's TABLE OF ORGANIZATION

FICHE

More analysis of Micro-~~fish~~ and Micro-film systems is required by personnel on the PERSIGN and STAFFING projects. A joint memo should then be written to the Director of Personnel indicating the advantages of this archival technique for the Service Record Card (Form 7) and Position Control Register.

8. DUPLICATE CODES HAVING VARIOUS MEANINGS THAT ARE FOOTNOTED ON THE POSITION CONTROL REGISTER.

Coordinate with Position Management Control Division and establish unique codes for use in the Staffing Auth. System (SAS).

9. CONTROLS UTILIZED WITH DEFERRED, INCUMBENCY ALLOCATION, AND UNRESOLVED GRADE LEVEL POSITIONS

Coordinate with Position Management Control Division and Position Inventory and determine all controls that are imposed on special positions. Determine if these controls can be incorporated in the new system.

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10. NEED FOR A CONTROL ON EMPLOYEES THAT ARE ASSIGNED TO ORGANIZATIONAL UNITS THAT HAVE BEEN DELETED ON THE POSITION CONTROL REGISTER.

A memo should be sent to the Director of Personnel to determine what controls, if any, are necessary.

11. ESTABLISHMENT OF UNIQUE POSITION/SLOT NUMBERS

A memo should be sent to the Director of Personnel requesting his approval.

12. ELIMINATION OF FLEX-O-LINE STRIPS.

Determine what components of the Agency are utilizing flex-o-line strips, in addition to Position Inventory, to maintain a manual T/O. Question the use of large Kardex files, security aspect in regards to location of component, and mixture of files with agency and non-agency personnel. Include recommendation in Analysis Phase (3.6) Management Presentation.

13. MAINTENANCE OF POSITION DESCRIPTION FILES BY PMCD.

No further action will be taken.

14. AUTOMATION OF OCCUPATIONAL HANDBOOK OF POSITION TITLES AND CODES ON A COMPUTER TEXT EDITING FILE.

This will be considered in the future. No further action will be taken at this time.



Group Leader/HRS

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ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Staffing System -- Study Phase Management Presentation

FROM:		EXTENSION		NO.	
25X1A [REDACTED]		4528		DATE	
				26 Jan 70	
TO: (Officer designation, room number, and building)		DATE		OFFICER'S INITIALS	
		RECEIVED	FORWARDED	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)	
25X1A	[REDACTED]				Bill, Please detach 1 copy for file in Staffing System folder.
2.	[REDACTED]	1/27	1/27	mc	
3.	[REDACTED]	1/26	1/26	dh	
4.	[REDACTED]	1/26	1/26	cm	
5.	[REDACTED]	1/27	1/27	fm	
6.					
7.					
8.					
25X1A	[REDACTED] -- for file				
10.					
11.					
12.					
13.					
14.					
15.					

Bill,
 Please detach 1 copy for file in Staffing System folder.
 1 - 9 Harry:
 Make sure that TASK SCHEDULE forms are prepared so that all the other outlines known are made a matter of record and scheduled as tasks.
 Very good! Thanks Bill